



# EMS Supplemental Guidance



Registered to  
ISO 14001

# Purpose and Expectation

- Program Purpose - To provide a general awareness of the Refuse Disposal Division's supervisory requirements for maintaining RDD's EMS.
- Our Expectation - For all Refuse Disposal Personnel to be able to understand the concepts of ISO 14001 and RDD's EMS in relation to their jobs.

THIS IS  
ISO 14001



# Resources, Roles, Responsibility and Authority



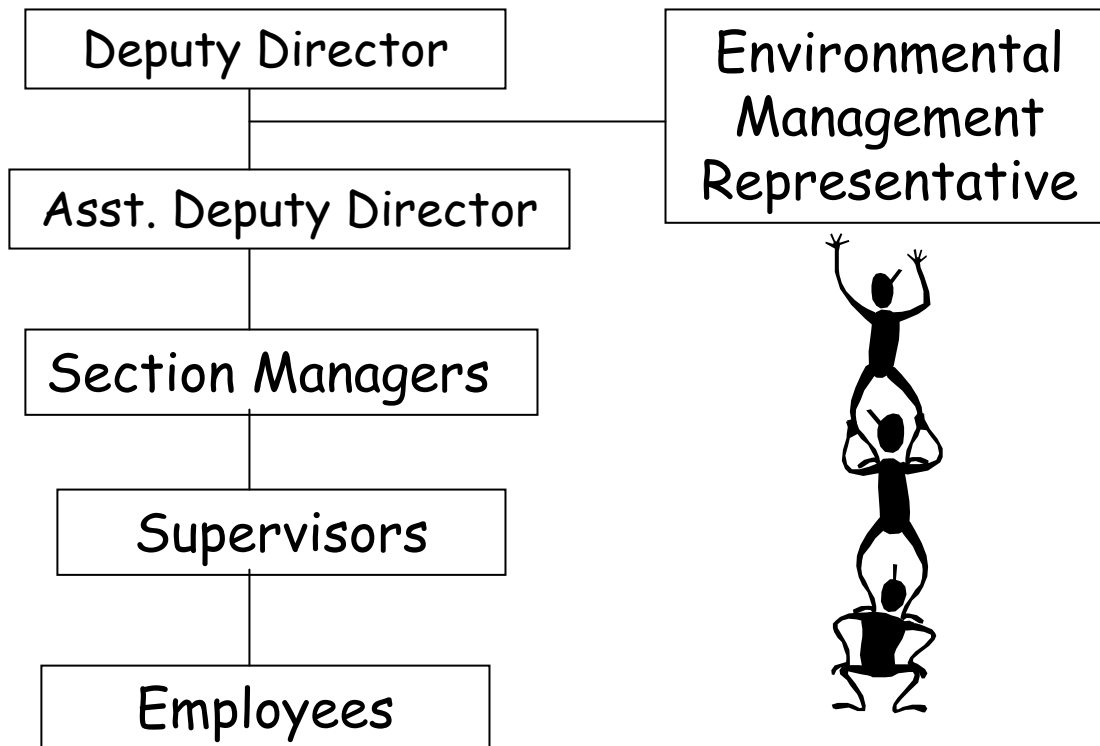
- All RDD employees are responsible for knowing the EMS requirements of their jobs. These requirements are communicated through various means including:
  - The Deputy Director, Section Managers, and Supervisors
  - Tailgate Training, Formal Training
  - Internal and External EMS Audits
  - Responsibility Matrix (EMS Manual and on-line)



# Resources, Roles, Responsibility and Authority



- All members of the RDD's organization must support the Environmental Management System to make it work.



# Legal and Other Requirements



- All RDD employees are responsible for knowing the legal “regulatory” requirements of their job.
  - RDD maintains links to all relevant legal requirements associated with meeting the regulatory permit conditions of its operation.
    - Links are posted on the Internet Website at <http://www.sandiego.gov/environmental-services/ems/index.shtml> and include:
      - U.S. Laws and Regulations
      - U.S. Code of Federal Regulations (Title 16)
      - California Code of Regulations (Title 14 & 27)
      - California Landfill Laws Study
      - San Diego Air Pollution Control District Rules
      - City of San Diego Municipal Code



# Communication

- All external party inquiries regarding the EMS should be directed to the EMR.
- The EMR will record all external communications regarding the RDD's EMS in the "External Communications Log Book"
- Interested Parties that could impact our EMS or have a stake in our operations are invited to briefings on RDD's EMS.





# Communication

---

- Examples of interested parties -  
"Stakeholders"
  - Hawthorne Machinery
  - Miramar MCAS
  - Hazardous Substances Enforcement Team
  - Household Hazardous Waste Drop-off  
Center (Safety-kleen)
  - NEO Corp (LFG Privatizer)



# Operational Control

- Section Managers develop or modify Environmental Management Programs (EMPs), to manage significant aspects associated with their section's objects and targets, on an annual basis.
- Standard Operating Procedure (SOPs) have also been developed for all operational areas,
- SOPs are available on the internet website at <http://www.sandiego.gov/environmental-services/ems/index.shtml> and in hardcopy form in the Landfill Operations Manual.





# Control of Records

- RDD must establish and maintain procedures for the identification, maintenance and disposition of environmental records.
- EMS records include:
  - ESD Training/Tailgate Training Sheets
  - EMS Manual, Landfill Ops Manual-SOPs,
  - Significant Aspects,
  - Environmental Surveys,
  - Audit Reports and Management Review





# Control of Records

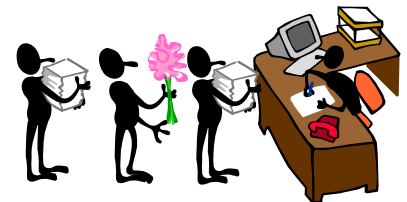
---

- EMS Records shall be kept by the Document Control Group under the direction of the EMR.
- Copies of all EMS Training shall be forwarded to the EMR for records retention purposes.
- EMS Records must be kept for a period of three years.



# Management Review

- Management Reviews are conducted on a semi-annual basis typically in April and September
- Management considers the following information when completing this evaluation.
  - EMS Document Review
    - Environmental Policy, SEOPs, EMS Manual, Ops Manual
  - Objectives and Targets Review
    - Significant Aspects, Environmental Management Program Results
    - Implementation Costs, Savings
  - Audit Results
    - Internal, Registration, Surveillance, Compliance
    - Corrective Action Requests
  - Communication
    - Communications Log, Interested Parties





QUESTIONS?

**ISO 14001**  
**Environmental Management System**  
**Supplemental Guidance**